

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 137
AUGUST 3, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, August 3, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: **Bill Oakes, Director, Connie Bowers, Donna Keeler, Jack Taylor**

Others Present: **Elaine Marlow, Budget Director, Keith Higman, Bob Pederson, Tom Cahill, Rufus Rose, Jeff Lauderdale**

Record Part 1 @00:05

Add-On

Subject: Traffic Control – Glendale Creek Restoration

Attachment: none

Information: A portion of Glendale Road will be shut down from 7 a.m. to 6 p.m. Mondays through Thursdays, starting Tuesday, August 9, 2011 for approximately one month. The same section of road will be reduced to one-lane traffic on Fridays through Sundays.

Subject: Agreement with the City of Oak Harbor

Attachment: none

Information: Agreement with the City of Oak Harbor to pave a short section of the city limits between Fairway Lane and Swantown Road. The City of Oak Harbor will reimburse Island County.

Public Works

Subject: Emergency Management – John Acton – Vista Volunteer Position

Attachment: none

Proposed Action: Vista Volunteer Program ends August 31, 2011. Bill would like to utilize Homeland Security Grant funds to extend the position though the 1st quarter. (Grade 6, 24 hours/week)

Follow Up: Okay with Board to move forward to Human Resources agenda.

Subject: Renewal of St. Mary's Church Parking Lot Lease

Attachment: none

Information: Lease terminates at the end of August and will be extended until the end of the year. Public Works is negotiating what work needs to be done to further extend the lease. They have suggested vegetation control, seal coating and restriping the lot.

Follow Up: Bill will keep the Board updated on the negotiations.

Subject: Out of State Travel – Professional Development Request

Attachment: Request Memo & Registration Information

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Proposed Action: Approval for Donna Keeler, RTPO Planner, to travel out of state to attend the Cascade Collaborative APA Conference in Portland, Oregon from October 18-21, 2011. The cost of the conference will be covered by the RTPO-Unified Planning Program Grant.

Follow Up: Okay with Board.

Roads

Subject: Glendale Road Speed Limit Reduction

Attachment: Briefing Memo, Map, Ariel Photos, and Photos

Proposed Action: Bill recommended the speed limit on Glendale Road be reduced from 40 mph to 25 mph for approximately ¼ mile in advance of the road closure due to limited sight distance for eastbound traffic around the curve approaching the barricade and earth berm put in place to protect the west side of the slide area located just east of Roseberry Street, which serves as the primary access to approximately 25 residences.

Follow up: Okay with Board to schedule for public hearing.

Subject: Golf Cart Ordinance (continued from 7/13/11 work session)

Attachment:

Proposed Action: Bill Oakes and Dave Jamieson, Deputy Prosecuting Attorney, recommended Public Works report back to the Board on the performance of the golf cart zone rather than inserting a sunset clause in the code.

Bill also recommended accepting the request from the public to change ICC 10.07.090B to read as follows:

If it is found there is a significant history of Golf Cart collisions or citations for violations within a specific zone, the Golf Cart Zone ~~will~~ may be dissolved. A significant history will be defined as five or more incidents within three years.

Follow up: Okay with Board to route back though legal for the code change and then bring to a Monday to schedule for public hearing.

Subject: NPDES Phase II (continued from 6/15/11 work session)

Attachment: Oak Harbor Parcels in UGA

Discussion: Bill met with the Department of Ecology to go through all of the aspects of what would be required under a Phase II permit of a municipal storm water system and how Island County is addressing those items. The information needs to be provided to DOE by the end of August and will help to determine whether Island County will be included as a Phase II community.

Commissioner Homola stressed the need to work with the local jurisdictions with regard to stormwater and land use planning.

Follow up: Bill will keep the Board updated.

Subject: Review Cable Franchise Policy

Attachment: example Cable Franchise Policy

Proposed Action: Bill reviewed a sample cable franchise policy with the Board. Several telecommunication franchises are coming up for renewal and the companies are trying to very narrowly define cable service. Delivery of telecommunication is changing rapidly and Bill is concerned that the definition is too limited and is in the process of negotiating what cable services

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will be included in the County's 5% of the gross revenue received from the franchise. The Board would like Bill to include whatever services are allowed by law.

Follow up: Bill will keep the Board updated on the negotiations.

Subject: 2012-2017 Island County TIP

Attachment: 2012-2017 TIP

Proposed Action: Bill Oakes reviewed the draft list of projects for the 2012 6-Year Transportation Improvement Program.

Human Services
Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, August 3, 2011, at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Jackie Henderson, Director, Jaime Montoya**

Others Present: **Elaine Marlow, Budget Director, Jeff Lauderdale, Rufus Rose**

Record Part 1 @ 1:34:40

Subject: Chemical Dependency Treatment Program

Attachment: none

Discussion: Jackie Henderson updated the Board on the progress of the Chemical Dependency Treatment Program.

Subject: Department of Commerce grant

Attachment: yes

Proposed Action: Island County will subcontract with the Opportunity Council for a Housing and Essential Needs grant through the Department of Commerce in the amount of \$116, 219.00 for fiscal year 2012. Jackie will bring forward a Request for Exemption from the Competitive Solicitation Procurement Procedure for Opportunity Council services.

Follow up: Okay with Board.

Subject: Request for Proposal Process

Attachment: funding recommendations

Proposed Action: Approval of the funding proposals for homeless housing and low-income housing funds; July 1, 2011-December 31, 2012.

Follow up: Okay with Board to bring forward to a Monday meeting.

Subject: HGAP Program

Attachment: none

Proposed Action: Funding for the Homeless Grant Assistance Program runs out at the end of September and Jackie would like to donate the used furnishings to another housing entity. Jackie will draft a resolution for Board approval, in accordance with ICC 2.31.

Follow up: Okay with Board.

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**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, August 3, 2011, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Tim Lawrence, Director, Lynette Goodell

Others Present: Elaine Marlow, Budget Director

Recording Part 1 @01:50

Subject: Interagency Agreement between Washington State Department of Agriculture and Island County

Attachments: yes

Proposed Action: Interagency Agreement between Washington State Department of Agriculture and Island County and its agent Island County Noxious Weed Control Board for the survey and eradication of *Spartina*; Terms of Contract: 7/1/11-6/30/13; Contract Amount: \$100,000.00.

Follow up: Okay with Board to move forward to a Monday agenda.

Subject: Agreement between Island County and Patrick T. Cole, Wildlands Management

Attachment: yes

Proposed Action: Agreement between Island County and Patrick T. Cole, Wildlands Management, for *Spartina* eradication work; Contract Amount: \$80,000.00; Completion Date: June 30, 2013.

Follow up: Okay with Board to move forward to a Monday agenda.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, August 3, 2011, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw, Brandon Sweezea

Others Present: Elaine Marlow, Budget Director

Record Part 1 @02:01:30

Subject: WSR 151/11 Shangri-La Shores

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Attachment: yes

Proposed Action: Shangri-La Shores Water System is proposing to expand their existing water service area boundaries to include 4 additional parcels totaling approximately 28.8 acres.

Follow up: Okay with Board to move forward to August 8, 2011 to set for public hearing on August 22, 2011 at 2:15 p.m.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, August 3, 2011, at 11:25 a.m. and 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: **Pam Dill**

Staff Present: **Melanie Bacon, Human Resource Director**

Others Present: **Elaine Marlow, Budget Director, Brooke Powell, Dan Sherk**

Record Part 1 @2:22:32

Subject: PAA's

Attachment: none

Proposed Action:

Facilities

- Promotion from Maintenance Tech II to Maintenance Tech III.

Superior Court

- Courthouse Facilitator – .5 FTE, Grade NR 11 – (Brooke Powell will work with Elaine Marlow on available funding for this position; hours will be determined by funding)
- Superior/Juvenile Court Assistant Administrator, Grade NR 13 – replacement position

Health

- Update open, approved position from Assistant Planner to Environmental Health Specialist 1. Same pay grade, C-10.
- Update of job title and description from Assistant Planner to Environmental Health Specialist 1 – replacement position.

Follow up: Okay with Board.

Subject: Performance Appraisal Training Pilot

Attachment: yes

Proposed Action: Board training for appraising senior and administrative staff.

Follow up: Scheduled for discussion on Monday August 8, 2011.

Record Part 2 @24:13

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Subject: Resolution for revision of the Vacation Leave policy

Attachment: yes

Proposed Action: Three recommended changes to the policy:

1. Ending the current policy of employees accruing an additional day of leave for every year of employment after 30 years.
2. Allowing employees who have over 240 hours on the book the option to cash in their additional hours over 240 at 50 cents on the dollar.
3. Restricting the practice of people ending their employment through vacation.

Melanie reviewed the results of the survey sent to 25+ year employees regarding the changes.

Follow up: The Board was in favor of #2 and will continue to work on #1 & #3. Melanie will arrange for a VEBA representative to make a presentation on the concept of using a VEBA as a replacement for additional vacation days.

Subject: Revised Job Description: Administrative Services Director

Attachment: yes

Proposed Action: Discussion of the revised job description for the Administrative Services Director position.

Follow up: Bring back for further discussion at the August 17, 2011 work session.

Juvenile & Family Court Services
Summary Minutes

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, August 3, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Angie Homola, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	Kelly Emerson, Member	

Staff Present: Brooke Powell, Administrator, De Dennis, Jail Administrator, Wylie Farr

Others Present: Elaine Marlow, Budget Director

Record Part 2@00:37

Subject: Food Service Operating Agreement

Attachment: Agreement

Proposed Action: Contract with Consolidated Food Management to provide food services for Island County Juvenile Detention Center; Term of Contract: August 1, 2011 through August 1, 2012; Contract Amount: \$200,000.00

Follow-up: Okay with Board to move forward to a Monday agenda.

Subject: Interagency Agreement – Administrative Office of the Courts (AOC) and Island County

Attachment: yes

Proposed Action: AOC will provide funding for Island County Juvenile services BECCA program to administer services for At Risk Youth (ARY), Children in Need of Service (CHINS) and Truancy; Term of Contract: 7/1/11-6/30/12; Contract Amount: \$118,717.00.

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Follow-up: Okay with Board to move forward to a Monday agenda.

Subject: Jury Management upgrade project

Attachment: yes

Proposed Action: Software Subscription and Service Agreement with Courthouse Technologies for Jury Management upgrade project; Amount: \$135,425.00

Follow-up: Okay with Board to move forward to a Monday agenda.

Subject: Federal Justice Program DOJ Grant

Attachment: yes

Proposed Action: Agreement with Department of Justice, Office of Justice Programs, for a federal grant to support drug court. Amount: \$100,000.00

Follow up: Okay with Board to move forward to a Monday agenda.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, August 3, 2011, at 11:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: **Elaine Marlow, Budget Director**

Record Part 1 @02:06:51

Subject: Resolution

Attachment: yes

Proposed Action: Resolution Proclaiming August 3-October 31, 2011 the Centennial of Women's Suffrage Celebration in Island County.

Follow-up: Okay with Board to bring forward to Monday's agenda.

Subject: Northwest Workforce Development Council applicants

Attachment: yes

Proposed Action: Postponed to August 17, 2011 work session.

Follow-up:

Subject: Letter of support for higher fuel efficiency standards

Attachment: Email dated 7/20/11 from Anastasia Schemkes, Sierra Club Cascade Chapter

Proposed Action: Request from the Sierra Club for the Board to sign on to a letter to the Obama Administration in support of higher fuel efficiency standards.

Follow-up: Commissioner Homola will work with staff to draft a letter to bring back to the Board for approval.

Subject: Tourism Joint Advisory Board Interlocal Agreement – Amendment 3

Attachment: yes

Proposed Action: Commissioner Price Johnson reviewed the amendments to the Island County, Oak Harbor, Langley and Coupeville Interlocal Agreement.

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Follow-up: Okay with Board to move forward through legal review.

Record Part 2@14:56

Subject: Letter from the Department of Interior, Bureau of Land Management (BLM)

Attachments: Letter dated 7/20/11 from the Department of Interior, Bureau of Land Management.

Proposed Action: Request for Island County to recommend lands administered by the Bureau of Land Management that are ready for designation as wilderness by Congress.

Follow-up: Commissioner Homola will work with staff to prepare a letter indicating that Island County has no BLM lands and therefore does not qualify.

Subject: Support letter – Opportunity Council

Attachment: Email dated 7/25/11 from Wade Gardner, Opportunity Council

Proposed Action: Letter of support for an application from the Opportunity Council to the United States Department of Agriculture Rural Development for a Housing Preservation Grant

Follow up: Okay with Board to move forward to Monday's agenda.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board